

DPSCM 4155.34

DPSC-HSTE

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## FOREWARD

(Supplementation is prohibited)

This Manual provides guidance in processing requests for and reports on inspection results of bid, post-award and production samples.

Section I pertains to all bid samples. Sections II through IV pertain to Tea; Tea, Instant; and Coffee, Instant respectively.

This Manual will be maintained in a current status and reviewed annually. Users of this Manual are encouraged to submit recommended changes and comments to improve the publication, through channels, to Directorate of Subsistence, ATTN: DPSC-HSTE.

BY ORDER OF THE COMMANDER

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This DPSCM supersedes DPSCM 4155.34, 31 May 85.

\*Denotes Changes.

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## SECTION I

## BID SAMPLE APPROVAL

I. BACKGROUND.

A. A bid sample is a sample required to be furnished by a prospective contractor as part of this bid. The sample is tested by the Government and must meet required quality standards for certain characteristics of the item offered in order for the vendor's bid to be considered. Bid samples may be required when the item under acquisition must be evaluated for subjective characteristics, such as flavor and palatability, which cannot be adequately described in the applicable specification. Bid samples will be used only to determine the responsiveness of the bid and will not be used to determine a bidder's ability to produce the required items. All characteristics to be tested, and the number and size of sample, must be listed in the solicitation or the specification.

B. The Technical Operations and Quality Assurance Division (DSCP-HS) shall justify the use of bid sample requirements except when the specification already contains such requirements.

C. Bid sample approval, when required, shall be cited in the solicitation (Request for Proposal/sealed bid).

II. PURPOSE AND SCOPE. To assign responsibilities, establish policy, and prescribe procedures for bid sample approval. This Manual is applicable to the Technical Operations and Quality Assurance Division (DPSC-HS), the Contracting and Production Division (DPSC-HP), the Food and Drug Administration (FDA), the U.S. Department of Agriculture (USDA), and the U.S. Army Natick Research Development and Engineering Center (Natick), as applicable to the specific food items involved.

III. POLICY.

A. The solicitation shall specify whether bid samples are required. When required, the solicitation shall contain the following:

1. The schedule for submission of bid samples.
  2. Specific instructions concerning the time and place of submission.
  3. Size of sample required.
  4. Identification requirements.
  5. List of all characteristics for which the sample will be examined if not listed in the specification.
  6. The disposition of any residual samples not used in testing. The bid sample shall contain a sufficient quantity of the item to make up the evaluation sample, the standard to be mailed to the Government (USDA) inspector, and the standby sample.
- B. Tests will be performed to determine conformance with the characteristics specified in the solicitation or specification. Failure of the sample to specified in the solicitation or specification. Failure of the sample to conform to these characteristics will require rejection of the offer (bid).

NOTE: Approval of any bid sample as meeting the cited bid sample characteristics such as palatability and flavor will not constitute approval of the sample as meeting the other requirements of the specification. The contracting officer will monitor receipt and testing of bid sample for subsequent award of contract.

IV. RESPONSIBILITIES.

A. The Contracting Officer, Contracting and Production Division (DPSC-HP)

Shall code all bid samples received to conceal identity of the submitting firm.

B. The Animal Products Branch (DPSC-HAS) or Non Animal Products Branch (DPSC-HSN), as applicable, shall contact the applicable testing laboratory and inform them when bid samples will be mailed, the number of samples to be submitted, and the date test results are required.

## SECTION II

### TEA

#### I. REFERENCES.

- A. Federal Specification HHH-T-191.
- B. Interagency Agreement between the Defense Personnel Support Center and the Food and Drug Administration (Tea Testing Agreement).

#### II. POLICY.

A. Evaluation of the bid, production and post-award samples of tea is accomplished by arrangement with the Food and Drug Administration (FDA). The New York Regional Laboratory, Food and Drug Administration, Room 700, 850 3<sup>rd</sup> Avenue, 7<sup>th</sup> Floor, Brooklyn, New York 11232 will conduct all tests for bid, post-award and production samples of tea (bulk and bag) in accordance with reference I.B.

B. An evaluation of the bid sample is required prior to award of contract. The solicitation will include instructions for forwarding the bid sample, representative of the product which the supplier proposes to furnish under contract. The contracting officer shall forward copies of the solicitation to the following:

- 1. Food and Drug Administration, New York, ATTN: Tea Examiner.
- 2. Prospective bidders.
- 3. Non Animal Products Branch, Technical Operations and Quality Assurance Division (DPSC-HSN).

C. FDA personnel shall evaluate all bid, production and post-award samples.

#### III. PROCEDURES.

##### A. Bid Samples Palatability Tests.

- 1. The Contracting Officer, General Products, Branch, Contracting and Production Division (DPSC-HPP) shall code the bid samples upon receipt.
- 2. The Non Animal Products Branch (DPSC-HSN) shall mail bid samples to the FDA U.S. Tea Examiner with a letter requesting evaluation of the bid sample.
- 3. FDA personnel shall report test results in accordance with reference I.B. FDA will report by telephone, collect, to DPSC-HSN and immediately confirm it in writing.

##### B. Production Sample Palatability Tests.

- 1. The Contracting Officer, General Products Branch, Contracting and Production Division (DPSC-HPP) shall:
  - a. Request DPSC-HSN to forward the duplicate of standby samples of the approved bid samples applicable to the contract with identifying information to the FDA for use as standards in the performance of lot acceptance tea cupping tests, and examination of other required characteristics.
  - b. Process copies of the contract in the normal manner for inspection.
- 2. Sampling and submission of production samples to the FDA shall be accomplished by the USDA inspector. For tea procured under the Acquisition and Distribution of Commercial Product (ADCoP) Program, inspection by the Government will normally be performed at destination for identity, count and condition.

The Government, though, reserves the right to verify the ADCoP product quality by the submittal of samples to the FDA.

3. FDA personnel shall test samples in accordance with reference I.B. and furnish certificate to DPSC-HSN. If production samples are rated inferior to the bid sample, the FDA will forward three additional copies of the certificate. The additional copies will be used for reporting nonconformance on the contract. The lot will not be shipped until satisfactory palatability test results are received from the FDA.

4. Contractor appeal procedure for tea which fails post-award acceptance testing has been incorporated in reference I.B.

C. Processing Inspection Charges. Monthly billings, covering charges for services rendered during the preceding month, shall be prepared by the FDA Fiscal Unit in Rockville, MD on SF 1080 (Voucher For Transfers Between Appropriation and/or Funds). Separate billings will be furnished for bid sample and production sample tea cupping evaluations performed. Billings, covering production sample evaluations, will be accompanied by a list containing the following information:

1. Contract number.
2. Sample number.
3. Date of Tea Cupping Certificate.
4. Name of contractor.
5. Time expended per sample.
6. Cost per sample.
7. Total time expended.
8. Total costs.

D. The Non Animal Products Branch (DPSC-HSN) shall process FDA billings.

### SECTION III

#### TEA, INSTANT

I. REFERENCE. MIL-T-3527, Tea, Instant.

II. POLICY.

A. Bid samples are required to be evaluated for palatability prior to award of contract.

B. The solicitation shall include instructions for forwarding bid samples representative of the product which the supplier proposes to furnish under contract. A copy of the solicitation shall be forwarded to:

1. Commander, U.S. Army Natick Research Development and Engineering Center (Natick), ATTN: STRNC-WEE, Natick, MA 01760.
2. Non Animal Products Branch, Technical Operations and Quality Assurance Division (DPSC-HSN).
3. Prospective bidders.

III. PROCEDURES.

A. Bid Sample Palatability Tests.

1. The Contracting Officer, General Products Branch, Contracting and Production Division (DPSC-HPP) shall code each set of bid samples received.
2. The Non Animal Products Branch (DPSC-HSN) shall contact Natick to inform them when bid samples will be mailed, number of samples to be submitted, and date palatability test results are required. When samples (two coded bid samples from each set) are mailed, a confirming letter requesting palatability evaluations will be forwarded with one copy of the solicitation as an enclosure.
3. Natick personnel shall report palatability test results to DPSC-HSN by phone and confirm in writing.
4. The Contracting Officer (DPSC-HPP) shall make award based on Natick test results.

B. Production Sample Palatability Tests.

1. Sampling shall be accomplished by the USDA inspector in accordance with MIL-T-3527. Samples for analytical analyses, palatability and solubility will be submitted to:

Processed Products Branch  
Fruit and Vegetable Division, AMS  
U.S. Department of Agriculture  
Room 0709, South Building  
14<sup>th</sup> Street and Independence Avenue, SW  
Washington, DC 20250

2. Acceptance will be withheld pending receipt of satisfactory palatability results. Palatability results may be transmitted to the USDA inspector by phone or wire.

C. Processing Inspection Charges. Monthly billings, covering charges for services rendered during the preceding month, shall be submitted by the USDA National Finance Center, New Orleans, LA and forwarded to the Vendor. Billings shall be furnished for production sample palatability testing. Billings shall be itemized to include expenses incurred and other charges as are deemed proper and reasonable.



## SECTION IV

### COFEE, INSTANT

I. REFERENCE. Federal Specification HHH-C-575, Coffee, Instant.

II. POLICY.

A. Bid samples are required to be evaluated for palatability prior to award of contract.

B. The solicitation shall include instructions for forwarding bid samples, representative of the product which the supplier proposes to furnish under contract. A copy of the solicitation shall be forwarded to:

1. Processed Products Branch, Fruit and Vegetable Division, AMS, U.S. Department of Agriculture, Room 0709, South Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, DC 20250 (hereafter referred to as USDA Processed Products Branch).

2. Non Animal Products Branch, Technical Operations and Quality Assurance Division (DPSC-HSN).

3. Prospective bidders.

C. USDA Processed Products Branch shall cup test for palatability and evaluate all bid and production samples.

D. USDA inspector shall forward production samples to USDA Processed Products Branch.

III. PROCEDURES.

A. Bid Sample Palatability Tests.

1. The Contracting Officer, General Products Branch, Contracting and Production Division (DPSC-HPP) shall code all bid samples received and forward them to Chief, DPSC-HSN.

2. The Non Animal Products Branch (DPSC-HSN) shall:

a. Forward six bid samples of each instant coffee submitted, identified only by code (a letter and the solicitation number) to USDA Processed Products Branch with applicable solicitation and cover letter requesting palatability tests with results to be forwarded directly to DPSC-HSN.

b. Direct all communications regarding instant coffee bid samples to USDA Processed Products Branch.

3. The USDA Processed Products Branch shall:

a. Receive coded bid samples, applicable solicitation, and cover letter.

Enter in sample log and review solicitation.

b. Cup test and evaluate for palatability at one setting, two coded bid samples along with current Reference Standards, utilizing a taste panel in accordance with Federal Specification HHH-C-575. As necessary, perform further settings to assure that final action as described in the following subparagraph is valid.

c. Indicate palatability test results on individual work sheets used by coffee specialists as:

(1) “PASSED” for any bid sample which matches the flavor characteristics of any one of the Reference Standards, at the same time annotating the Reference Standard matched.

(2) “FAILED” for any bid sample which does not match the flavor characteristics of any of the Reference Standards.

d. Prepare indorsement to DPSC-HSN’s cover letter furnishing results of above palatability tests.

4. The Contracting Officer (DPSC-HPP) shall:

a. Make award(s) based on the bid samples “PASSED” as noted in subparagraph III.A.3.c.(1) above.

b. Forward copies of resulting contract(s), wherein is stated “This award is based on bid sample(s), lettered Govt Code\_\_\_\_\_” to USDA Processed Products Branch.

B. Production Sample Palatability Tests.

1. The USDA inspector will select samples for analytical analyses and palatability in accordance with Federal Specification HHH-C-575, and forward to the USDA Processed Products Branch (see subparagraph II.B.1).

2. Acceptance will be withheld pending receipt of satisfactory palatability results, which may be transmitted to the USDA inspector by phone or wire.

C. Processing Inspection Charges. Inspection charges shall be processed in accordance with the procedures provided in Section III, subparagraph III.C.